

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	Law Clerk	Classification Code:	00413300
Salary Range:	Gr. 8823A /Step 4 \$49,429	Reference Position Number:	2710-11000- #XX
Department or Agency Name:	Judicial	Application Period:	*Applications must be postmarked by October 11, 2013
Division/Section/Unit:	Supreme Court		
Shifts and Days:	1 st	Job Location:	Any Four Counties
Restrictions/Limitations:	* 1 Year Clerkship from August 25, 2014 to August 28, 2015		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:	_____		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

Law Clerks serve the Superior, District and Family Courts and the Rhode Island Traffic Tribunal. The Law Clerk is responsible for conducting legal research and writing in the areas of civil, criminal, family, administrative, and zoning law. Specific duties include preparing research memoranda and writing draft decisions as well as all other related duties as may be assigned by the head of the Supreme Court Law Clerk Department and/or Judge/Magistrate to whom the Clerk is assigned.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Education such as may have been gained through graduation from an accredited law school. Candidates must possess an outstanding academic record and excellent researching and writing skills.

Apply within the application period as shown in this announcement. Please refer to the Judiciary's website at: www.courts.ri.gov and by clicking on "Employment Opportunities" and then clicking on "Judicial Clerkships 2014-2015 Term" to obtain information on the Application Material requirements.

SEND APPLICATION MATERIALS to:

Trial Court Law Clerk Department
c/o Chief Justice Paul A. Suttell
Rhode Island Supreme Court
250 Benefit Street
Providence, RI 02903

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.